

**INSTRUCTIONS:** Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3012 (3/76)

YES	NO	14. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Stacy Sullivan</i>	11/17/77		<i>Wayne R. Woods</i>	11/16/77
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>James</i>	11/11/77		<i>L. Burt</i>	11/14/77
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>Ken Greer / ds</i>	11/11/77		<i>SPB Canell Hart</i>	11-22-77
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Donna M. Hain</i>	11/14/77			

# Application for Records Disposition Standard

233-17

marta

Department, Name, and Full Address

MARTA  
Dept. of Finance & Adm./Division of Budget & Analysis  
100 Peachtree St., 1300 Equitable Bldg.  
Atlanta, GA. 30303

For Records Management Division Use

Date Received Application No. Date Completed  
AUG - 7 1974 74-275 AUG 23 1974

Appl. Date 8-5-74 Telephone 522-4460 Ext. X-388 Name Sam Daniel Person to Contact Budget Analyst Working Title

Inclusive Dates of Series  
1972 - Present

Exact Series Title  
Federal Grants File

Action Requested

☒ Establish Disposition Standard  
Record will continue to accumulate

☐ Dispose of Present Accumulation;  
No Further Accumulation Anticipated

What is the function of the office in which this record series is created?

The Division of Budget and Analysis is responsible for development and installation of operating and capital budgets for all units of the Authority, conducting ongoing analysis and review to ensure that expenditures do not exceed amounts budgeted and/or authorized, performing continuing research regarding cost aspects of MARTA's programs and policies, and for comprehensive analysis of revenues. In addition, the Division is responsible for coordinating financial matters with other local governments, the preparation and/or review of MARTOC financial reports, and supporting other Divisions who may have special budgetary control problems.

This file contains the following documents:

Documents relating to budget analysis of Federal grants.

Files include copies of financial status reports, expenditure reports, and technical studies relating to grants and papers reflecting the Division's analysis of these reports and studies. Also, related correspondence is included.

File is arranged numerically by grant number.

Equipment Occupied	Vert	Lat	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert	Lat	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers		X	1						
Legal-Size File Drawers					Annual Rate of Accumulation				1 1/2
					Floor Space Occupied (Square feet)				In Office (s)
					Average Daily References				In Storage Area(s)
					This Years	Last Years	Preceding Years	All Prior Years	
					2	1	0	0	

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? (Accounting has original copy)  
*OF GRANT* ☐ Yes ☒ No
- 14 Is there a duplication of this series in another office or agency?  
*SERIES IS NOT COMPLETELY DUPLICATING* ☒ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published? ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☐ Yes ☒ No
- 17 Does the series initiate, amend or terminate agency policies and procedures? ☐ Yes ☒ No
- 18 Could the function be performed if the files were lost or destroyed? ☒ Yes ☐ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files?  
*UMTA Operating Manual* ☒ Yes ☐ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☐ Yes ☒ No

24 REQUIREMENTS:

The following requires the files to be kept 4 years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

By decision of the Director of Budget and Analysis.

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☐ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other \_\_\_\_\_, then:

☐ Hold in the current files area 1 ~~months~~ / years; then ☒ Transfer to State Records Center;

☒ Hold 2 ~~months~~ years; then ☒ Destroy; or ☐ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.

Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer

*James L. Wingrey*  
Approved Division Head / Designee

*P. L. ...*  
Approved Department Head / Designee

*Ken ...*  
Approved Records Management Analyst

*...*  
Approved Legal Counsel

*...*  
Approved Division of Audit

*William T. ...*

Date

*8/5/74*

Date

*8/5/74*

Date

*8/5/74*

Date

*8-5-74*

Date

*8/5/74*

Date

*AUG 5, 1974*

Review / Approval by Department of Archives and History

*Carroll West 8-22-74*

Recommendations:

Approved MARTA Management Steering Committee

## DIVISION OF BUDGET AND ANALYSIS

### Functions and Responsibilities

The Division of Budget and Analysis is responsible for developing and implementing the operating budget of the Authority and reviewing the capital budget; conducting ongoing analysis and review to ensure that obligations and expenditures do not exceed amounts budgeted and/or authorized, performing continuing research regarding cost aspects of MARTA's programs and policies, and for comprehensive analysis of revenues and expenses.

The Division is responsible for coordinating financial matters with other local governments. The division also provides other divisions within the Authority with budgetary assistance. Other responsibilities are to assist in developing adequate and timely intermediate and long-term financing, to develop and maintain a comprehensive financial plan to serve as a tool in managing the MARTA program, to maintain the Authority's organizational manual, to review and analyze all proposed organizational changes and to recommend changes in organization, and to conduct special management studies as requested by the Office of the General Manager.